

Connecticut General Assembly
JOB OPPORTUNITY
Legislative Aide – Senate Republican Office

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Hartford

Hours: Full-Time

Closing Date: December 31, 2021 by 5:00pm

Mission:

To assist an assigned Senator in successfully fulfilling their public obligations by providing support and overseeing the operation and administration of the Senator's office.

Reports to:

Senator, Caucus Chief of Staff

Essential Job Functions:

- Respond to incoming telephone calls, mail, and emails in a professional and courteous manner, handling the communications in a way that is politically knowledgeable while assessing the importance to the Senator.
- Interact with constituents and manage requests for information and case work. Serve as the liaison between the Senator and the district.
- Facilitate and coordinate communication and meetings between the Senator, legislators, state and local officials, staff, agency personnel, stakeholders and constituents.
- Schedule appointments and maintain the Senator's calendar.
- Prepare/compose correspondence from the Senator.
- Maintain electronic systems to track constituent inquiries and to keep the Senator informed.
- Track advancement of bills through the legislative process.

Necessary Skills, Knowledge and Abilities

- Possess strong written and oral communication skills
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Be organized, and detail oriented
- Ability to work both independently and cooperatively
- Familiarity with legislative systems is preferred.

Application Instructions:

Please send a resume and cover letter to Robert.Poudrier@cga.ct.gov by 5:00 pm December 31, 2021.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.